

**TOWN OF WEST TISBURY
PERSONNEL BOARD**

May 8, 2006

Present: Nancy-Alyce Abbott, Dan Cabot, John Powers, Maeve Sheehan and Maria McFarland

Absent: Norm Perry

Also present for all or part of the meeting: Hermine Hull and Ernie Mendenhall, Library Trustees

The meeting opened at 5:30 P.M., Nancy-Alyce Abbott, acting-chair, presiding.

Performance Reviews:

There were no performance evaluations submitted for review at this meeting.

Minutes: The minutes of the April 10, 2006 meeting were approved as written.

Library: Hermine and Ernie were present to discuss the outcome of the search for a new Library Director, and to request approval of offering the position at step 3 on Grade 10 instead of step 1. Hermine told the Board that the Trustees had 17 applications. In the first round they interviewed 12 candidates. They narrowed the field down to 4 of which 2 withdrew. Both of the remaining candidates are from out of state. The Trustees voted to offer the position to the candidate who has been a Library Director for many years and was the most experienced of the two. The Trustees feel that this person would be a good fit for the town, the FY'07 budget has enough money in it to cover the additional compensation, and if the first choice doesn't accept, they would want to offer the position to the second choice at step 3.

The Board reviewed the resume, cover letter, salary review done by the consultant, and the job description. There was a brief discussion about the other instances where the Personnel Board has approved the hiring of employees at a higher beginning step. In all of these cases, the person was either highly qualified or the only candidate for the position. The Trustees said they did not want to start over if either of these applicants turned down the offer and noted that the acting director was leaving on June 3rd.

The Board expressed their concern about this situation as it seems to happen every time a position becomes available. It was noted that positions should be advertised that the starting salary is step 1 on the Grade of that job.

There being no further discussion, Dan motioned that the Board approve the Library Trustee's request to offer the Library Director's position to the Trustee's first choice candidate at Grade 10 step 3. The motion was seconded. The vote was 3 in favor and 1 opposed. Motion carried.

Office Coverage: The Board reviewed and approved the memo to town hall staff.

Compensation Plan: The Board reviewed the draft of the Request for Proposal (RFP) and made a couple of changes. Maria was instructed to have Jen Rand review it as she is the CPO.

Correspondence In: **Conservation Commission** – approval of vacation time carry over for Maria McFarland
 Library – Letter of resignation from, and change of Status form for Keri McLeod
 Library - e-mail from Mary Jo Joiner to John Powers
 Boards of Assessors- **approval of vacation time carry** over for Pam Thors

There being no further business the meeting was adjourned at 6:25 PM.

Respectfully submitted,

Maria McFarland
Administrative Assistant
APPROVED